

e-grants Budget Revision Guide

Grantee steps are in **RED** and Grant Manager steps are in **BLACK**

Grantee Step 1: Grantee requests budget revision from grant manager

Grant Manager Step 2: Click on View Status Options

The screenshot shows the 'OJP Grant Menu' interface. At the top, there is a 'Back' button and the title 'OJP Grant Menu'. Below this, 'Document Information' is displayed as 'A-JAG-2011-Minneapolis Police Department-00008', with a 'Details' link. A table provides further information:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OJP Grant	Minneapolis Police Department	Grant Manager	Grant Awarded	07/01/2011 - 12/31/2012 09/14/2011 11:59PM EST

Below the table, there are two main sections: 'View, Edit and Complete Forms' with a 'VIEW FORMS' button, and 'Change the Status' with a 'VIEW STATUS OPTIONS' button. The 'VIEW STATUS OPTIONS' button is highlighted with a red rectangle.

Grant Manager Step 3: Apply **BUDGET REVISIONS IN PROCESS** status

The screenshot shows the 'OJP Grant Menu - Status Options' page. It includes a 'Back' button and the title 'OJP Grant Menu - Status Options'. Below the title, it says 'Select a button below to execute the appropriate status push.' The 'Document Information' is the same as the previous screenshot. Under 'Possible Statuses', there are three options: 'AMENDMENT IN PROCESS', 'CLOSEOUT IN PROCESS', and 'BUDGET REVISIONS IN PROCESS'. Each option has an 'APPLY STATUS' button. The 'BUDGET REVISIONS IN PROCESS' button is highlighted with a red rectangle.

MESSAGE: Grantee receives message, "Grant Revision Justification Required for grant # A-###-###-####"

Grantee Step 4: Go to Task Menu and find grant with "Budget Revision Justification Required"

View My Tasks

Export Results to: Screen Sort by: -- Select -- GO

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	OJP Grant	Men As Peacemakers	<u>A-JAG-2011-MENPEACE-00006 (2)</u>	Budget Revisions Justification Required	5/9/2013	9/14/2011
	Recovery Act Justice Assistance Grant (JAG) FSR Addendum: Jobs Reporting Form-Aug. 2011	Men As Peacemakers	<u>R-JAGR-2010-MENPEACE-00921</u>	Progress Report In Process	9/7/2011	9/20/2011
	OJP Grant	Men As Peacemakers	<u>A-YIP-2012-MENPEACE-00006</u>	Application In Process	9/13/2011	10/17/2011

Grantee Step 5: Click on View, Edit and Complete Forms

[Back](#)

OJP Grant Menu

Document Information: [A-JAG-2011-MENPEACE-00006 \(2\)](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OJP Grant	<u>Men As Peacemakers</u>	Program Admin	Budget Revisions Justification Required	07/01/2011 - 12/31/2012 09/14/2011 11:59PM EST

View, Edit and Complete Forms

Select the View Forms button below to view, edit, and complete forms.

[VIEW FORMS](#)

Grantee Step 6: Click on Budget Revision Justification

Grant
Grant Agreement and Amendments
Maximum Advance Percentage
Inter/Intra Agency Code
Contracting/Operating Agencies
Authorized Signatures Verification
Budget Revision
Budget Revision Justification (2)
Amendment
Amendment Justification

Grantee Step 7: Enter Date of the Request

PLEASE NOTE: This new budget revision request form is designed as a worksheet that allows the grantee to clearly make the changes within the budget line items and give specific detail on the changes. This worksheet is NOT connected to your grant's budget.

[SAVE](#) [ADD](#) [PRINT VERSION](#) [ADD NOTE](#) [CHECK GLOBAL ERRORS](#) [SHOW HELP](#)

[Back](#)
 Document Information: [A-JAG-2011-MENPEACE-00006 \(2\)](#)
[Details](#)
 You are here: > [OJP Grant Menu](#) > [Forms Menu](#)

05/08/2013 [GO](#)

BUDGET REVISION JUSTIFICATION

Instructions:

- Choose the Line Items affected in the Budget Revision. **CLICK SAVE**. The Current Budget will then populate on the form.
- Enter the Increase or Decrease. **CLICK SAVE**. The New Budget Amount will then populate on the form.
- When you are finished with your justification please change the status to, "Budget Justification Submitted".

Date of Request:

Please add additional information here:

Additional Detail on Change

Line Item	Current Budget \$	Increase or (Decrease)	New Budget Amount	Additional Detail
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
TOTAL				

Grantee Step 8: Enter general description of budget revision purpose

Grantee Step 9: Choose the line items in the drop down menus affected in the Budget Revision

[SAVE](#) [ADD](#) [PRINT VERSION](#) [ADD NOTE](#) [CHECK GLOBAL ERRORS](#) [SHOW HELP](#)

Instructions:

- Choose the Line Items affected in the Budget Revision. **CLICK SAVE**. The Current Budget will then populate on the form.
- Enter the Increase or Decrease. **CLICK SAVE**. The New Budget Amount will then populate on the form.
- When you are finished with your justification please change the status to, "Budget Justification Submitted".

Date of Request:

Please add additional information here:

Line Item	Current Budget \$	Increase or (Decrease)	New Budget Amount	Additional Detail
Personnel (Award: \$79,090.00) - Staff				
Program Expenses (Award: \$4,140.00) - Workstations				
Program Expenses (Award: \$58,098.00) - Internships				

Step 9: Click Save

Grantee Step 10: Click SAVE

NEXT SCREEN: After you save, the current budget will populate on the form, see form below:

BUDGET REVISION JUSTIFICATION

Instructions:

- Choose the Line Items affected in the Budget Revision. **CLICK SAVE**. The Current Budget will then populate on the form.
- Enter the Increase or Decrease. **CLICK SAVE**. The New Budget Amount will then populate on the form.
- When you are finished with your justification please change the status to, "Budget Justification Submitted".

Date of Request:

Please add additional information here:

Line Item	Current Budget \$	Increase or (Decrease)	New Budget Amount	Additional Detail
Personnel (Award: \$79,090.00) - Staff	\$79,090	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program Expenses (Award: \$4,140.00) - Workstations	\$1,200	<input type="text"/>	<input type="text"/>	<input type="text"/>
Program Expenses (Award: \$58,098.00) - Internships	\$9,820	<input type="text"/>	<input type="text"/>	<input type="text"/>

Grantee Step 11: Enter the increased or decreased amount for each line item affected by the budget revision.

Please note: To decrease from a line item put the amount in parentheses.

Grantee Step 12: Enter the additional detail per line item change

Grantee Step 13: Click Save

Items affected in the Budget Revision. **CLICK SAVE**. The Current Budget will then populate on the form.

or Decrease. **CLICK SAVE**. The New Budget Amount will then populate on the form.

ished with your justification please change the status to, "Budget Justification Submitted".

Date of Request:

Please add additional information here:

	Current Budget \$	Increase or (Decrease)	New Budget Amount	Additional Detail on Change
\$79,090.00) - Staff	\$79,090	\$6,000		We added staff because of increase in kids
(Award: \$4,140.00) - Workstations	\$1,200	-\$1,000		Extra money
(Award: \$58,098.00) - Internships	\$9,820	-\$4,000		Not having as many interships as planned
\$2,000.00) - Test description 2	\$2,000	-\$1,000		Extra money

Next Screen: The new budget amounts will populate

• Enter the Increase or Decrease. **CLICK SAVE**. The New Budget Amount will then populate on the form.

• When you are finished with your justification please change the status to, "Budget Justification Submitted".


Date of Request:



Please add additional information here:

Line Item	Current Budget \$	Increase or (Decrease)	New Budget Amount	Additional Detail
Personnel (Award: \$79,090.00) - Staff	\$79,090	\$6,000	\$85,090	We added staff because of
Program Expenses (Award: \$4,140.00) - Workstations	\$1,200	(\$1,000)	\$200	Extra money
Program Expenses (Award: \$58,098.00) - Internships	\$9,820	(\$4,000)	\$5,820	Not having as many interships
Supplies (Award: \$2,000.00) - Test description 2	\$2,000	(\$1,000)	\$1,000	Extra money


Date of Request:

Grantee Step 14: Return to OJP Grant Menu

 Page Information
 The information has been saved.


 [Back](#)
 Document Information: [A-JAG-2011-MENPEACE-00006 \(2\)](#)
 [Details](#)

You are here: > [OJP Grant Menu](#) > [Forms Menu](#) > Budget Revision


05/15/2013 

Grantee Step 15: Click View Status Options


OJP Grant Menu

Document Information: [A-JAG-2011-MENPEACE-00006 \(2\)](#)
 [Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
OJP Grant	Men As Peacemakers	Program Admin	Budget Revisions Justification Required	07/01/2011 - 12/31/2012 09/14/2011 11:59PM EST	


 **View, Edit and Complete Forms**
 Select the **View Forms** button below to view, edit, and complete forms.


[VIEW FORMS](#)

 **Change the Status**
 Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

Grantee Step 16: Apply BUDGET REVISION JUSTIFICATION SUBMITTED Status

 [Back](#)
OJP Grant Menu - Status Options
 Select a button below to execute the appropriate status push.

Document Information: [A-JAG-2011-MENPEACE-00006 \(2\)](#)
 [Details](#)

Possible Statuses

BUDGET REVISION JUSTIFICATION SUBMITTED

[APPLY STATUS](#)

MESSAGE: Grant Manager receives email message, "Budget Revision Justification Submitted for grant # A-###-###-####".

Grant Manager Step 17: Go to Task Menu and find the grant with Budget Revision Justification Submitted status, click on name.

View My Tasks

Export Results to: Screen Sort by: -- Select -- GO

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	OJP Grant	Men As Peacemakers	A-JAG-2011-MENPEACE-00006 (3)	Budget Revision Justification Submitted	5/17/2013	9/14/2011
	OJP Grant	Men As Peacemakers	A-JAG-2014-MENPEACE-00002	Application Submitted	5/15/2013	4/30/2014
	OJP Grant	Duluth Police Department	A-NGTF-2012-DULUTHPD-00002	Application Submitted	12/5/2011	1/7/2012

Grant Manager Step 18: Click View Edit, Complete Forms

[Back](#)

OJP Grant Menu

Document Information: [A-JAG-2011-MENPEACE-00006 \(3\)](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OJP Grant	Men As Peacemakers	Grant Manager	Budget Revision Justification Submitted	07/01/2011 - 12/31/2012 09/14/2011 11:59PM EST

View, Edit and Complete Forms

Select the View Forms button below to view, edit, and complete forms.

[VIEW FORMS](#)

Grant Manager Step 19: Click on Budget Revision Justification

Budget Revision	
Budget Revision Justification (4)	
Budget Revision Request (Old)	05/08/2013 05/15/2013 05/08/2013 05/17/2013
Amendment	
Amendment Request	

Grant Manager Step 20: Review Budget Revision Justification

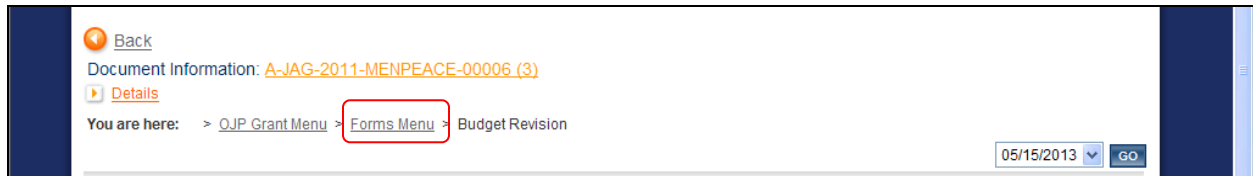
Grant Manager Step 21: If the budget revision justification is correct, change the status to **BUDGET REVISION JUSTIFICATION APPROVED** and go to **Step 22**. If the budget revision justification is incorrect,

change the status to **BUDGET REVISION JUSTIFICATION MODIFICATIONS REQUIRED** and go back to **Step 16**.

Grant Manager Step 22: Print out Print Version of Budget Revision Justification

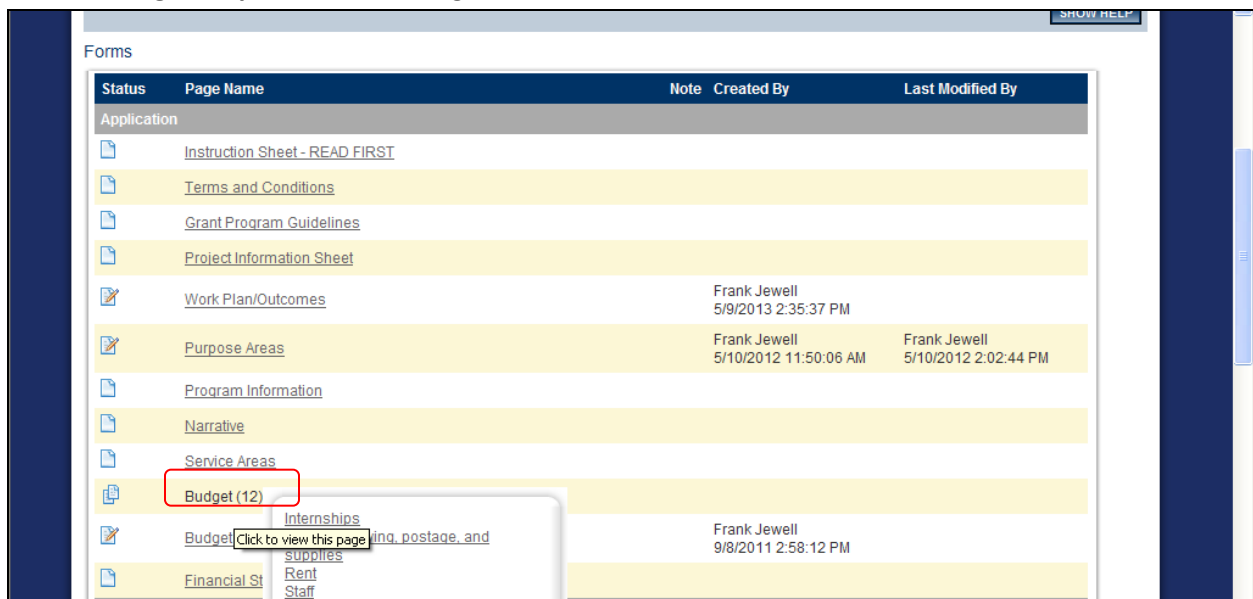
Please Note: Printing the justification out makes it easier to make the changes necessary in the budget pages after the budget revision is complete, please put the justification in the grant file.

Grant Manager Step 23: Navigate back to Forms Menu



The screenshot shows the breadcrumb navigation path: "You are here: > OJP Grant Menu > Forms Menu > Budget Revision". The "Forms Menu" link is highlighted with a red rectangle. Other elements include a "Back" link, document information "A-JAG-2011-MENPEACE-00006 (3)", a "Details" link, a date dropdown set to "05/15/2013", and a "GO" button.

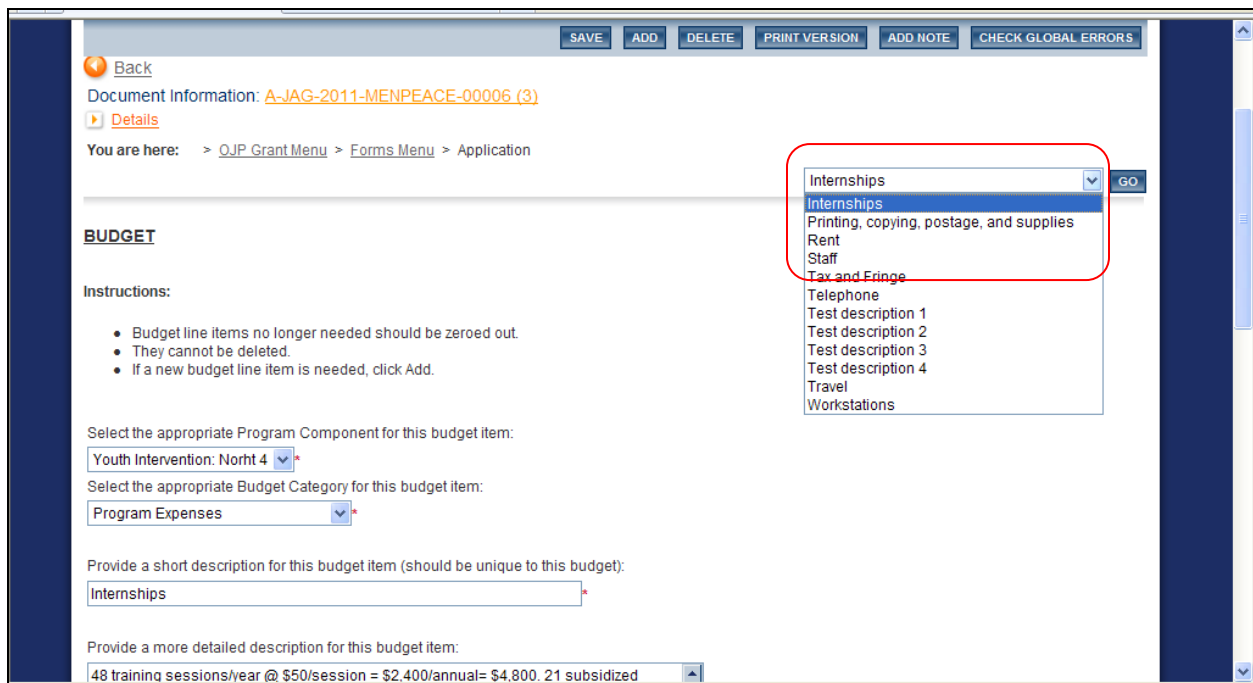
Grant Manager Step 24: Click on Budget



The screenshot displays the "Forms" menu with a table of available forms. The "Budget (12)" form is highlighted with a red rectangle. A tooltip is visible over the "Budget (12)" link, showing a list of sub-items: "Internships", "Budget (Click to view this page)", "Travel, postage, and supplies", "Rent", and "Staff".

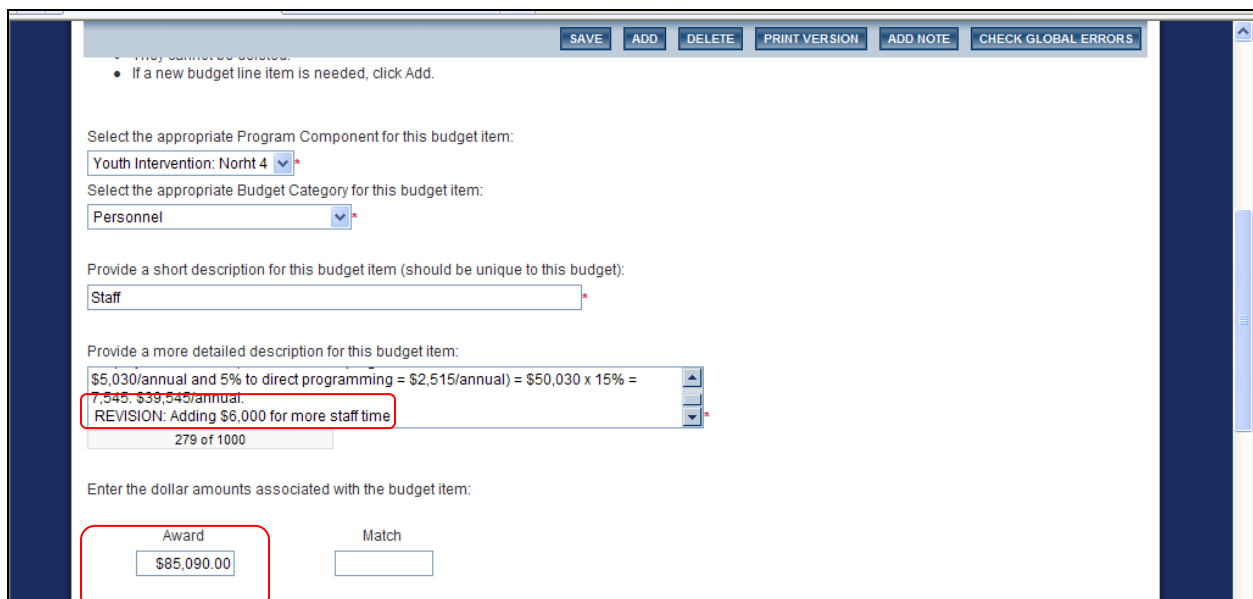
Status	Page Name	Note	Created By	Last Modified By
Application				
	Instruction Sheet - READ FIRST			
	Terms and Conditions			
	Grant Program Guidelines			
	Project Information Sheet			
	Work Plan/Outcomes		Frank Jewell 5/9/2013 2:35:37 PM	
	Purpose Areas		Frank Jewell 5/10/2012 11:50:06 AM	Frank Jewell 5/10/2012 2:02:44 PM
	Program Information			
	Narrative			
	Service Areas			
	Budget (12)			
	Internships			
	Budget (Click to view this page)		Frank Jewell 9/8/2011 2:58:12 PM	
	Travel, postage, and supplies			
	Rent			
	Staff			

Grant Manager Step 25: Revise the appropriate budget line items by selecting from the drop down and click **Go**



The screenshot shows the 'BUDGET' section of the Grant Manager interface. At the top, there are buttons: SAVE, ADD, DELETE, PRINT VERSION, ADD NOTE, and CHECK GLOBAL ERRORS. Below these, a 'Back' link and 'Document Information: A-JAG-2011-MENPEACE-00006 (3)' are visible. A breadcrumb trail reads: 'You are here: > OJP Grant Menu > Forms Menu > Application'. The 'BUDGET' section includes instructions: 'Budget line items no longer needed should be zeroed out. They cannot be deleted. If a new budget line item is needed, click Add.' It prompts the user to 'Select the appropriate Program Component for this budget item:' with a dropdown set to 'Youth Intervention: Norht 4'. Then, 'Select the appropriate Budget Category for this budget item:' with a dropdown set to 'Program Expenses'. A text field for 'Provide a short description for this budget item (should be unique to this budget):' contains 'Internships'. Below it, a text field for 'Provide a more detailed description for this budget item:' contains '48 training sessions/year @ \$50/session = \$2,400/annual= \$4,800. 21 subsidized'. On the right, a dropdown menu is open, showing options: Internships, Internships, Printing, copying, postage, and supplies, Rent, Staff, Tax and Fringe, Telephone, Test description 1, Test description 2, Test description 3, Test description 4, Travel, and Workstations. A red box highlights the 'Tax and Fringe' option. A 'GO' button is next to the dropdown.

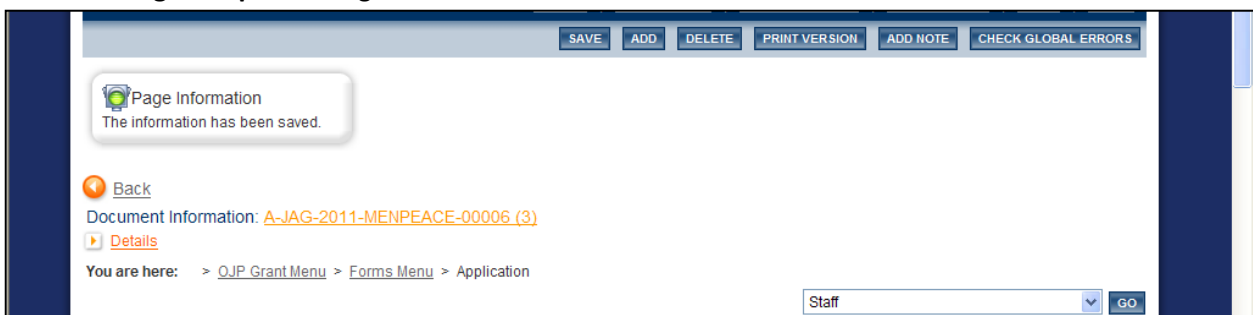
Grant Manager Step 26: Enter the new budget amounts and added descriptions from the Budget Revision Justification Form



The screenshot shows the 'BUDGET' section of the Grant Manager interface, continuing from Step 25. It includes the same instructions and dropdowns. The 'Provide a short description for this budget item (should be unique to this budget):' field now contains 'Staff'. The 'Provide a more detailed description for this budget item:' field contains a calculation: '\$5,030/annual and 5% to direct programming = \$2,515/annual) = \$50,030 x 15% = 7,545. \$39,545/annual.' Below this, a red box highlights the text 'REVISION: Adding \$6,000 for more staff time'. At the bottom, a section titled 'Enter the dollar amounts associated with the budget item:' has two input fields: 'Award' and 'Match'. The 'Award' field contains '\$85,090.00' and is highlighted with a red box. The 'Match' field is empty.

Grant Manager Step 27: Click Save

Grant Manager Step 28: Navigate to OJP Grant Menu



The screenshot shows the Grant Manager interface after saving. A 'Page Information' box at the top left states 'The information has been saved.' Below it, the 'Back' link and 'Document Information: A-JAG-2011-MENPEACE-00006 (3)' are visible. The breadcrumb trail remains: 'You are here: > OJP Grant Menu > Forms Menu > Application'. At the bottom, a dropdown menu is set to 'Staff' and a 'GO' button is next to it.

Step 18: Click View Status Options

Grant Manager Step 29: Click View Status Options

OJP Grant Menu

Document Information: [A-JAG-2011-MENPEACE-00006 \(3\)](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	OJP Grant	Men As Peacemakers	Grant Manager	Budget Revision Justification Approved	07/01/2011 - 12/31/2012 09/14/2011 11:59PM EST

View, Edit and Complete Forms
Select the View Forms button below to view, edit, and complete forms.
[VIEW FORMS](#)

Change the Status
Select the View Status Options button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

Grant Manager Step 30: Apply **BUDGET REVISION COMPLETE** status

[Back](#)

OJP Grant Menu - Status Options
Select a button below to execute the appropriate status push.

Document Information: [A-JAG-2011-MENPEACE-00006 \(3\)](#)

[Details](#)

Possible Statuses
BUDGET REVISION COMPLETE
[APPLY STATUS](#)